



The Scottish Parliament
Pàrlamaid na h-Alba

Minute of the Leadership Team (LT) meeting held on Tuesday 13 June 2023 at 09.30am

Present:

- David McGill (chair)
- Michelle Hegarty
- Alan Balharrie
- Susan Duffy
- Lorna Foreman
- Sara Glass
- Lynsey Hamill
- Judith Morrison
- Callum Thomson
- Tracey White

In attendance:

- Alan Durward
- John Paterson
- Rachel Fishlock
- Angie Dickson
- Judith Proudfoot, secretary

New Ways of Working (NWoW)

Use of space - discussion

1. LT met to discuss an update on the workstream being led by Facilities Management (FM) on use of space in Holyrood. LT agreed the premise that FM was responsible for the space at Holyrood, on behalf of the Clerk/Chief Executive, and for its allocation to offices. FM's role was to work with offices to optimise the use of space to meet business needs and LT agreed the programme at a strategic level was reasonable and sensible. There would be issues for some offices in the detail of any changes and it would be for Team Leaders and Office Heads to work with FM in resolving these.
2. Some of the points noted/discussed included:
 - Potentially the biggest cultural change programme to be experienced in the Parliament.
 - High quality workspace was still at a premium in Holyrood; use of workspace for storage was excessive.

- The subject of workspace was an emotive one for many people.
 - No 'one-size-fits-all' solution – important to recognise the different needs and working practices of offices and staff.
 - Offices generally now working in a settled way that suits them so data and feedback is available on which to base decisions – staff and NWoW surveys; access report data; engagement with Group and Office Heads; etc. LT highlighted the need for this data to be full and accurate. (Reference to Team Agreement template having been amended to make it more flexible and adaptable to make it fit for purpose for all offices.)
 - Increase in the number of staff MSPs are able to employ was also putting pressure on space – the new 'Hub' resource was proving popular with Members' staff.
 - Collaboration space – not always a separate space required, collaboration occurs between staff sitting and working next to each other.
 - FM will pilot a formal process to manage space redesign; People & Culture (P&C) Office had already developed a template request form and would work to develop this further with the FM Space Planning team.
 - LT would welcome more information on the Queensberry House works and the implications for the rest of the complex of any decant of staff.
 - NWoW Change Co-ordination Group – it was suggested that all operational heads should be members of this Group. Those wishing to be involved should contact Alan Durward.
 - Importance of communication and ensuring that staff are aware of plans, understand the need for change and feel listened to, whether they have concerns or suggestions.
 - Alan offered to meet Group Heads to discuss any of the matters raised or to discuss any concerns they may have specific to their Groups or teams.
3. LT agreed that it would be useful to have a further discussion looking specifically at LT's role in this programme.
4. LT also agreed that communication was going to be key. P&C had started work on an outline Communications Plan and it was agreed to circulate this to LT members.

Action: Angie Dickson

LT secretariat

June 2023